



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 08/21/2015

Closing Date: 09/17/2015

Position Title: Corporate Controller

Department: Tule River Economic Development Corporation

Work Schedule: Monday- Friday 8:00AM- 5:00PM

Wage Rate: \$75,000/ YR + DOE / Non- Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree in Accounting
- Certified Public Accountant (CPA) *if applicable*
- Tribal Identification *if applicable*

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER ECONOMIC DEVELOPMENT CORPORATON

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Corporate Controller

WORKSITE: TRED C Corporate Offices
31071 Hwy 190
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Corporate Controller is responsible for the accounting operations of the corporation, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, risk management, financial analysis, cash management and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with Generally Accepted Accounting principles (GAAP).

DUTIES & RESPONSIBILITIES:

Management

1. Maintain a documented system of accounting policies and procedures
2. Manage outsourced functions
3. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
4. Oversee the accounting operations of subsidiary companies, especially their control systems, transaction-processing operations, and policies and procedures.

Transactions

1. Ensure that accounts payable are paid in a timely manner
2. Ensure that all reasonable discounts are taken on accounts payable
3. Ensure that accounts receivable are collected promptly
4. Ensure that periodic bank reconciliations are completed
5. Ensure that required debt payments are made on a timely basis
6. Maintain the chart of accounts
7. Maintain an orderly accounting filing system
8. Maintain a system of controls over accounting transactions

Reporting

1. Issue timely and complete financial statements
2. Coordinate the preparation of the corporate annual report
3. Recommend benchmarks against which to measure the performance of company operations
4. Manage the production of the annual budget
5. Calculate variances from the budget and report significant issues to the CEO
6. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

1. Coordinate the provision of information to external auditors for all audits
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings

Additional Accountabilities:

1. Protect the corporation's value by keeping information confidential and relaying all relevant information and progress to the Corporation's CEO.
2. Performs other duties as assigned.

QUALIFICATIONS:

1. A bachelor's degree in Accounting required.
2. Minimum of 10 years of progressive supervisory Accounting experience for a major company or division of a large corporation.
3. Preference will be given to candidates with a Certified Public Accountant (CPA) designation.
4. Strong analytical skills and expert level knowledge of Microsoft Excel required
5. QuickBooks Accounting Software experience desired
6. Advanced writing and reading skills.
7. Good professional appearance.
8. Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
9. Must have a valid California Driver's License and be insurable through the Tribe.
10. Must clear a background check and pass pre-employment drug screening.

PHYSICAL DEMANDS:

While performing the duties of this job the employee is regularly required to talk, hear, stand, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls. Must be able to work in a fast paced environment. Must be able to perform all essential duties of the job with or without reasonable accommodation.

This position reports to:	TREDC Chief Executive Officer
Supervises:	Accounting Staff
Hours:	As Required. Normal hours include Monday- Friday 8:00AM-5:00PM. Minimal travel may be required on occasion.
Salary:	\$75,000/YR+ DOE / Non-Overtime Eligible (Exempt)
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).